

# Supervisor Telework Trial Assessment

<b>EMPLOYEE NAME</b>
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## FREQUENCY OF COMMUNICATION WITH TELEWORKER

TYPE	DAILY	2-4	ONCE	NONE
In person—scheduled meetings				
In person—informal meetings				
Formal memos				
Telephone calls				
Faxes or e-mail				
Instant messaging				

## INDICATE AGREEMENT WITH THE FOLLOWING STATEMENTS

EMPLOYEE	STRONGLY AGREE (5) AGREE (4) NEUTRAL (3) DISAGREE (2) STRONGLY DISAGREE (1) N/A
Requires little supervision	
Consistently meets deadlines	
Successfully fulfills job duties while teleworking	
Job description fits very well with teleworking	
Teleworking did not make work harder for coworkers	

## IMPACT ON MISSION ACCOMPLISHMENT

AREA	NONE	MINIMAL	SIGNIFICANT
Productivity			
Dependability			
Email Communication			
Telephonic Communication			
Conducting Business w/o Interruption			
Communication w/Customers			
Access to Network Drives and Systems			
Availability			
Overall Impact			
Additional Comments:			